

## **POSITION PROFILE – ADVERTISEMENT**

### **Executive Assistant to the CEO**

#### **About Us**

The Natural Resources Conservation Board (NRCB) is a respected decision-maker, exemplifying integrity and foresight in the best interests of Albertans. As an arm's-length, regulatory agency of the Government of Alberta we have two distinct mandates. Under the *Natural Resources Conservation Board Act*, the NRCB determines whether proposed non-energy natural resource projects are in the public interest, considering social, environmental, and economic effects. Under the *Agricultural Operation Practices Act*, the NRCB is responsible for regulating confined feeding operations in Alberta, including application and compliance activities.

#### **The Position**

Reporting to the Chief Executive Officer (CEO) the Executive Assistant to the CEO provides comprehensive administrative support to the CEO by: maintaining the calendar of, scheduling appointments and making travel arrangements; researching information and composing correspondence for the CEO's signature; coordinating record and file management for the Corporate division; researching and preparing background material for executive meetings; monitoring and tracking timelines on all action requests; responding directly to day-to-day administrative inquiries on behalf of the CEO; acting as the contact person for the Minister's, Deputy Minister's and other Executive offices; and managing the Edmonton office administrative functions. At the request of the CEO, the position may carry out special administrative projects.

#### **Responsibilities include:**

##### **Monitors Information Requests**

- Monitors, tracks and organizes CEO's in-coming and out-going email correspondence to inform CEO of arising issues and co-ordinate required action or response.
- Records and follows up on requests from the Minister, Deputy Minister, Assistant Deputy Minister, Chairman and other Executives.
- Responds to questions from the Minister, Deputy Minister, Assistant Deputy Minister, Chairman and other Executive Offices and inquiries from the public.
- Gathers information for and compiles reports, materials and presentations.
- Composes memos and letters for the CEO (where precedent exists), and proof-reads prepared correspondence for accuracy, grammar and proper format.
- Assigns, reviews and follows up on action requests.
- Locates information and background material related to action requests.

##### **Scheduling**

- Coordinates and maintains activities related to the CEO's schedule; screening internal and external meeting requests, redirects requests where appropriate and prioritizes meetings.
- Schedules and organizes meetings involving NRCB management, GoA executives and private stakeholders.
- Ensures travel and accommodation arrangements are made and expense accounts are prepared and submitted for the CEO in an accurate and timely manner.

- Prepares meeting packages for the CEO ensuring background material is available, sends out meeting agendas.
- Arranges activities related to committee meetings.
- Maintains a “bring-forward” database for assignments, meetings, and projects to ensure timelines are met.

#### **Executive Administrative Support Services**

- Ensures that all requests for information from internal and external sources receive accurate and timely responses.
- Responds to requests for information from the public and coordinates response with the appropriate Manager.
- Maintains records regarding vacation and leaves for the CEO.
- Coordinates meetings by arranging locations, scheduling catering, preparing agendas and supporting materials, and preparing and distributing minutes for Management Meetings and Policy Advisory Group Meetings.
- Work with Manager Board Reviews to support Chairman and Board members as needed.
- Act as contact person with the Minister and Deputy Minister offices.
- At the request of the CEO, the position may carry out special administrative projects.

#### **Record and File Management**

- Maintains a comprehensive filing system for the CEO according to professional standards for creation through to archives or destruction of files, in accordance with NRCB records retention schedules.
- Establishes working files for the CEO.
- Assist with the coordination and storage of Corporate NRCB files through prescribed guidelines. Act as key contact for the records management system in Edmonton.

#### **Administrative responsibilities in support of the Board**

- Works with the Manager, Board Reviews and Board Secretary to manage the disposition of board records located in Edmonton.
- Support the Chair by performing various administrative tasks upon request.

#### **Edmonton Office Administration Responsibilities**

- Act as Expenditure Officer for the Corporate division.
- Assist with branding projects (purchase order preparation, communications with vendors, collateral ordering and distribution, stationery, business cards and NRCB clothing purchases and distribution).
- Coordinate service and maintenance arrangements for office equipment (e.g. photocopier).
- Coordinate building maintenance and tenant service requests, using One Serve and the Work Order Tracking System (WORTS) to submit and track work orders.
- Ordering office supplies; ensuring office supply inventory is appropriately maintained.
- Act as main contact for the Sterling Place Tenant group. Participate in quarterly meetings.
- Provide administrative support to Edmonton staff as required.

#### **Qualifications**

- Office administration diploma or equivalent, plus three years of relevant experience is required.
- Excellent verbal and written communication skills.
- Strong public relations skills, with a proven ability to demonstrate professionalism and diplomacy.

- Excellent interpersonal skills.
- Proficiency with Microsoft Office software systems.
- Proven ability to exercise discretion with all confidential matters.
- High level of political acumen.
- Initiative, adaptability and resourcefulness.
- Excellent organizational and time management skills.
- Ability to work with high degree of independence and autonomy.

## Competencies

<b>Professional</b>	Technically competent, and well respected with ability to demonstrate high ethical standards and an open, honest, and consistent approach to working with a wide range of people. Self-motivated with special attention to detail and accuracy. Consistently meeting deadlines with high quality work.
<b>Problem Solving</b>	Use analytical skills and sound judgment to arrive at practical solutions to a diversity of issues.
<b>Communication Skills</b>	Have excellent written and oral communication skills and be able to effectively communicate with specialists and non-specialists.
<b>Organizational Skills</b>	Use excellent time management skills to effectively handle competing deadlines.
<b>Interpersonal Skills</b>	Use well-developed interpersonal skills to effectively work with a variety of people with differing viewpoints.
<b>Relationship Building</b>	Develop and maintain relationships with other government departments and external stakeholders to share and develop innovative approaches to projects, plans and situations as they arise.

## Compensation

The Executive Assistant to the CEO is a full-time permanent position, located in the Edmonton NRCB office. The successful candidate will also be eligible to participate in the NRCB Hybrid Workplace Policy which allows employees to work remotely two days per week.

The position offers a competitive salary range of \$58,079 to \$78,143. Salary is based on experience and qualifications. The NRCB also offers a generous benefits package and a defined contribution pension plan.

## How to Apply

Interested applicants are asked to submit their resumes by email to Human Resources [hr@nrcb.ca](mailto:hr@nrcb.ca) by Friday June 9, 2023. Additional information on this position is posted on our website [www.nrcb.ca](http://www.nrcb.ca).

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

Position Posted May 30, 2023